



Bradford Diocesan  
Academies Trust

## **EAST MORTON CE PRIMARY SCHOOL**

### **Administration of Medication in School – Including Asthma**

**This policy applies unless overridden by any other emergency response guidance in place.**



## **Policy for Administration of Medication in School**

### **School Vision**

All are inspired to achieve their full potential in our loving community of life-long learners, where:

- Everyone is valued;
- Every chance is provided for all to flourish in the security of God's love; and
- Every day brings the enjoyment of life in all its fullness.

### *Core Values*

At East Morton, 'Love' is our core value and it is from love which all of our six key values flow:

- Hope
- Peace
- Generosity
- Community
- Wisdom
- Justice

### **Rationale**

The Governors and staff of East Morton CE Primary School wish to ensure that pupils with medical needs receive care and support in school. Pupils should not be denied access to a broad and balanced curriculum simply because they are on medication or need medical support, nor should they be denied access to school trips etc.

- The Headteacher will accept responsibility for members of school staff giving or supervising pupils taking prescribed medication during the school day where those members of staff have volunteered to do so. However, staff are not obliged to administer medication in school.
- Where possible, the administration of all medication in school will be administered by Mrs Anne Manning, First Aider and Office Administrator.
- Medication can only be accepted in school where it has been prescribed by a doctor or other medical professional. In other cases, e.g. where a pupil suffers regularly from acute pain, such as migraine, parents may request and must supply appropriate pain killers for their child's use with the approval from the Headteacher.
- Medication will not be accepted without the written parental instructions as to administration. This should be provided in conjunction with the GP or other medical professional as appropriate. The Headteacher must approve the administration of the medicine.
- The Headteacher will consider in each case the nature of the medication to be administered, any potential risks and all other relevant information before



deciding whether in any particular case medicine can be administered in school. Where there is concern about whether the school can meet a pupil's needs the Headteacher should seek advice from the school nurse or doctor, the child's GP or other medical adviser.

- If medication can be administered at other times out of school hours, for example: before school, after school and at bedtime, then school will not authorise the administration of the medication.
- Each item of medication must be delivered in its original container and handed directly to Mrs Anne Manning or person authorised by the Headteacher. The school will not accept medication which is in unlabelled containers.
- Where a pupil travels on school transport with an escort, parents/carers should inform the escort of any medication sent with the pupil or should hand the medication to the escort for transporting to the school.
- Children travelling to school by the school bus need to have the prescribed medication dropped off by the parent into school at another appropriate time.
- Children attending breakfast club need to hand over the medication to the member of staff in charge that morning.
- Each item of medication must be clearly labelled by the parent with the following information:
  - Pupil's name
  - Pupil's date of birth
  - Name of Medication
  - Dosage
  - Frequency of dosage
  - Date of dispensing
  - Storage requirements (if necessary)
  - Expiry date
- Where appropriate pupils will be encouraged to self-administer their own medication under the supervision of Mrs Anne Manning or other staff supervision if necessary. Parent/carers of pupils under 16 will be asked to confirm in writing their consent to this. The Headteacher must approve pupils carrying and administering their own medicine. In deciding whether to permit this, the Headteacher will take into account the nature of the medication, the age of the pupil and the safety of other pupils.
- Where pupils require medication to be administered, schools may seek a view from the Nursing Service as to whether there are alternative approaches to the administration of medication as well as to seek clarification from the Nursing Service of the care plan, which is prepared for school staff undertaking the pupils' care.



- Staff who volunteer to assist in the administration of medication must receive appropriate training/guidance identified by the Headteacher in liaison with Health professionals.
- The Headteacher or her representative will seek the advice of healthcare professionals on the type of training required for each authorised member of staff and what types of medication that training covers.
- Unless otherwise indicated, all medication to be administered will be kept in a medicine cabinet in a supervised room.
- Mrs Anne Manning or other school member of staff administering the medication must record details of each occasion when medicine is administered to a pupil and inform parents.
- If pupils refuse to take medication, the school staff should not force them to do so. The school should inform the child's parents as a matter of urgency, and may need to call the emergency services.
- Parents/carers should be advised that it is their responsibility to notify the school of any changes to a child's medication. Parents/carers should also inform the school of any other circumstances that may affect the administration of medication or of the child's reaction to the medication. School requires parents at least annually – to confirm that the information currently held by the school is correct.
- The procedures to be followed to implement this policy are set out in the procedures below and the appendices.

### **Administration of Medication in School - Procedures**

1. Parents and carers are responsible for supplying school with all necessary information regarding their child's condition and medication. This should be provided in conjunction with the GP or other medical professional as appropriate. This information should be recorded on a standard form which records the request of the parent to the administration of medication which should be updated regularly – Appendix 1. A signed copy of this form should be kept in an accessible place near to the medicine, a copy in the pupil's file and a copy given to parents.
2. Where pupils require several medications parents should also sign to confirm that the combined medications have been administered to the pupils without any adverse effect and that approval has been obtained for their combined administration from a medical practitioner.
3. Medication can only be administered to pupils where parents provide such medication to the school and parents must specifically request in writing that the school administers it, through the appropriate forms.



4. All items of medication should be delivered to Mrs Anne Manning or a member of the office staff, for the attention of the Headteacher, by parents, carers or escorts employed by the authority.
5. Children will not be given permission to take their own medication without staff supervision.
6. Each container should be clearly labelled with the following:
  - a. Name of medication
  - b. Pupil's name
  - c. Pupil's date of birth
  - d. Dosage
  - e. Dosage frequency
  - f. Date of dispensing
  - g. Storage requirements (if applicable)
7. Parents should be asked to make it clear whether medication needs to be kept in school or should be collected at the end of the day. This will need to be the parent's responsibility if the latter applies.
8. Parents must monitor the expiry of their child's medication and be responsible for bringing new medication into school.
9. Unless otherwise indicated, all medication to be administered will be kept in a medicine cabinet in a supervised room or if necessary the staffroom fridge.
10. Medication will be sent home at the end of the school year for parents to check. At the start of the new academic year a new form will be sent home for completion and medication can be updated and sent back into school.

## **Asthma**

About one in ten children of primary school age has asthma. It is not an infectious disease, nor is it a psychological or nervous disorder, although strong emotions may lead to an asthma attack. Asthma is a physical condition in which the air passages suddenly narrow making it difficult to breathe. Irritants which may cause an attack include:

- \* house dust
- \* grass pollen
- \* furry and feathery animals
- \* certain foods
- \* cold weather
- \* exposure to high winds
- \* fumes such as glue, paint, or tobacco
- \* exercise
- \* prolonged laughter, anxiety, or excitement



During an attack children may become breathless and have fits of coughing during which wheezing and whistling noises may be heard coming from the chest. In a severe case asthma can be fatal.

## **IDENTIFYING CHILDREN WITH ASTHMA**

### **New Admissions**

1. New parents complete the Basic Pupil/Student Information Form when a child is admitted. Medical conditions are indicated on this form.
2. If a parent says that the child has asthma or any other medical condition then the parent will fill in a medicine in school form. This will give more details and will state the name of the medication, the type of inhaler to be used in school, and the frequency of use.

A copy of the medicine in school form will be given to the class teacher and Added to CPOMS (Child protection and safeguarding software for schools), which will alert all the relevant school staff.

3. The class teacher will ensure that all adults working in school are aware that the child has asthma.

### **Children Already on Roll**

1. When a child receives an asthma diagnosis, parents will need to inform the office and complete the medicine in school form.
2. Office staff will add the information to CPOMS and alert all necessary staff to the changes.
3. Parents may also remove their child from the asthma register by completing an asthma sign off sheet. Office staff will add the information to CPOMS and alert the necessary staff members.

### **Access to Inhalers**

1. It is the responsibility of the parents to teach their child to use their inhaler properly and to ensure that they are in date.
2. All inhalers will be kept centrally for ease of access.
3. Younger children may need to be reminded if they need to take pre-exercise medication.
4. For PE or outdoor learning activities all medication will be collected in advance by a staff member.
5. Before children are taken out of school on a visit class teachers must check that all the children have their inhalers with them and that they are in a safe place (eg. rucksack)



6. Inhalers will be sent home at the end of each term so that parents can check the date, content and clean the spacers if required. Inhalers are expected back in school the first day of the new term and handed in to class teachers.

### **IN THE EVENT OF AN ASTHMA ATTACK**

1. Make sure that the inhaler is taken promptly.
2. Stay calm and reassure the child. Try to offer comfort but do not put an arm around the child as this may restrict breathing.
3. Allow the child to find the position which suits them best (ie. do not tell them to lie down).
4. Encourage the child to breathe slowly and deeply.
5. Repeat the inhaler after 5 minutes if there is no improvement.

### **MEDICAL HELP**

The First Aider in school should take the decision to call an ambulance if:

1. The child is distressed and unable to breathe.
2. The child's lips turn blue.
3. The child is exhausted.
4. The child is no better after 15 minutes

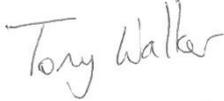
### **STAFF TRAINING**

Compulsory annual staff training is provided to all staff by the School Nursing Team

### **Review**

Staff and Governors will review the Administering Medicine Policy in September 2022

Headteacher 

Governors 

Date November 2020

Appendices-  
Documentation

## Appendix 1 Medical Information Form

### Medical Information

The school will not give your child medicine unless you complete and sign this form and the Headteacher has agreed that school staff can administer the medication.

Name: \_\_\_\_\_

Photo: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

M / F

Year group/Class: \_\_\_\_\_

Review date: \_\_\_\_\_

Condition: \_\_\_\_\_

\_\_\_\_\_

### Contact Information

#### Family Contact 1

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Work telephone: \_\_\_\_\_

Home telephone: \_\_\_\_\_

#### Family Contact 2

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Work telephone: \_\_\_\_\_

Home telephone: \_\_\_\_\_

#### Clinic/Hospital contact

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

#### General Practitioner

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Medication

**Appendix 1 Medical Information Form**

**Name/Type of Medication (as described on the container):** \_\_\_\_\_

**For how long will your child take this medication:** \_\_\_\_\_

**Date dispensed:** \_\_\_\_\_

**Expiry Date:** \_\_\_\_\_

**Full directions for use**

**Dosage and method:** \_\_\_\_\_ **Timing:** \_\_\_\_\_

**Special precautions:** \_\_\_\_\_

**Side effects:** \_\_\_\_\_

**Self-Administration:** Delete **Yes / No**

**Describe what constitutes an emergency:** \_\_\_\_\_

**Procedures to take in an emergency:** \_\_\_\_\_

**NB: Medicine must be in the original container as dispensed by the pharmacy.**

Give details of child's symptoms, triggers, signs, treatments, facilities, equipment or devices, environmental issues etc.

## Appendix 1 Medical Information Form

Daily care requirements

Specific support for the pupil's educational, social and emotional needs.

Arrangements for school visits/trips etc.

Other information.

Staff training needed/undertaken – who, what, when.

**I understand that I must deliver the medicine personally to my child's classteacher and accept that this is a service which the school is not obliged to undertake. I am also responsible to monitor the expiry date of medication in school and provide new medication when necessary.**

**The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to school staff administering medicine in accordance with the school policy.**

**I will inform the school immediately, in writing, if there is any change in dosage or frequency of the medication or medicine is stopped.**

**Signature: \_\_\_\_\_ Relationship to child: \_\_\_\_\_**

**Date: \_\_\_\_\_**

**Signed by Headteacher \_\_\_\_\_**

**Form copied to: Parents SENCo Class teacher Medical File**